

State of Michigan
Office of the State Employer
Department of Technology, Management and Budget

Fiscal Year Deadline September 30

PROFESSIONAL DEVELOPMENT FUND REIMBURSEMENT APPLICATION

A portion of this information is protected by federal privacy laws and/or state confidentiality requirements.

EMPLOYEE I.D. NUMBER	DEPARTMENT/AGENCY	E-MAIL ADDRESS	WORK PHONE NUMBER ()
NAME (LAST, FIRST, MIDDLE)		CIVIL SERVICE CLASSIFICATION 5 B8' @ J9 @	DO YOU HAVE CIVIL SERVICE STATUS? <input type="checkbox"/> YES <input type="checkbox"/> NO
HOME ADDRESS (STREET NUMBER AND NAME)		EMPLOYMENT TYPE <input type="checkbox"/> PERMANENT FULL TIME <input type="checkbox"/> PERMANENT PART TIME	
CITY	STATE	ZIP CODE	DEGREE PROGRAM WORKING TOWARD: <input type="checkbox"/> HS/GED <input type="checkbox"/> ASSOCIATE <input type="checkbox"/> BACHELOR <input type="checkbox"/> MASTERS <input type="checkbox"/> PhD/JD <input type="checkbox"/> NON-DEGREE
NAME OF EDUCATIONAL INSTITUTION(S) OR ORGANIZATION(S) CONDUCTING COURSE(S)			MAJOR PROGRAM OF STUDY, IF APPLICABLE

COURSE OR SEMINAR TITLE AND NUMBER (1 PER LINE)	START DATE	END DATE	TUITION COST	BOOKS	FEES*	TOTAL	STATE OF MICHIGAN CLASSIFICATION OR OCCUPATION TO WHICH COURSES RELATE
1							<input type="checkbox"/> CURRENT <input type="checkbox"/> OTHER:
2							<input type="checkbox"/> CURRENT <input type="checkbox"/> OTHER:
3							<input type="checkbox"/> CURRENT <input type="checkbox"/> OTHER:
4							<input type="checkbox"/> CURRENT <input type="checkbox"/> OTHER:

LIST ANY DEPARTMENTAL FUNDING OR NON-DEPARTMENTAL TUITION PAYMENTS, STIPENDS, OR GRANTS RECEIVED OR EXPECTED TO BE RECEIVED FOR THIS TERM OR SEMESTER:	AMOUNT
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APPLICANT'S STATEMENT: COURSE(S) APPLIED FOR RELATE TO MY CURRENT OR FUTURE EMPLOYMENT WITH THE STATE OF MICHIGAN. I CERTIFY THAT ANY FINANCIAL SUPPORT FOR THIS TRAINING OR EDUCATION I'VE RECEIVED OR WILL RECEIVE IS REFLECTED ABOVE AND VERIFIED BY ATTACHMENT.

APPLICANT'S SIGNATURE	DATE
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FOR OSE USE ONLY

ALLOWABLE COURSE COSTS	OTHER PAYMENTS REC'D OR ANTICIPATED	REMAINDER	APPROVED AMT.**	COMMENTS
1 \$	\$	\$	\$	
2 \$	\$	\$	\$	
3 \$	\$	\$	\$	
3 \$	\$	\$	\$	
TOTAL APPROVED AMOUNT			\$	PROCESSED BY: DATE PROCESSED:

* ONLY REGISTRATION, LABORATORY AND TECHNOLOGY FEES ARE ELIGIBLE.

** UP TO 50% OF COST WITH A MAXIMUM OF \$1,200 PER EMPLOYEE, PER FISCAL YEAR.

INSTRUCTIONS

You must be in a MSC/NERE classification throughout the duration of the course/seminar and on the date you sign this application to be eligible for reimbursement from the Professional Development Fund.

You must submit your application with the necessary documentation within 60 calendar days after completing the course but no later than the end of the fiscal year, September 30, in which the course was completed.

1. Complete the Professional Development Fund Application form (DMB-115-OSE) for up to four (4) courses/seminars. Use additional form(s) for additional course(s).
2. Attach the following information to the application:
 - ☐ Copy of itemized statement identifying all costs (type and amount) for which reimbursement is being requested.
 - ☐ Copy of official grade report(s), certificate(s), or written confirmation(s) from the course/seminar instructor(s) of the earned grade(s) or satisfactory completion.
 - ☐ Proof that course/seminar charges have been paid in full.
 - ☐ Official verification of departmental funding or official verification that departmental funding is not available.
 - ☐ Official verification of any tuition payments, stipends, or grants received or to be received for the course(s) or seminar(s) submitted.
3. Incomplete applications will be returned.
4. Read the applicant's statement, and by signing certify that:
 - The course(s) or seminar(s) relate to your current or future state employment.
 - Any financial support for the course(s) or seminar(s) has been disclosed.
5. Retain a copy of the application and all attachments for your records.
6. Submit the complete application with all required attachments to:
Office of the State Employer
P. O. Box 30026
Lansing, Michigan 48909
DTMB-OSE@michigan.gov
7. Reimbursements will be deposited to your designated financial institution account if you have EFT with the State of Michigan.
8. If this application is denied notification will be sent by e-mail.
9. If you have any questions regarding the Professional Development Funds, contact the Office of the State Employer at (517) 373-7400.